3 June 1981

c/PrBG/MSIM

| MEMORANDUM  | FOR:  | Director  | of                | Data | Processing  |
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: Executive Officer

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Acting Chief, Management Staff

SUBJECT

Management Staff Weekly Report

for Week Ending 2 June 1981

## Proposed Headquarters Directives

| ODP concurred on revisions to two headquarters Regulations       |
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| Component-Conducted Training, DRAFT A (Job #9565)                |
| and Training at Non-CIA Facilities, DRAFT A (Job                 |
| #9564). Certain clarifications were requested on the latter      |
| regulation. ODP withheld concurrence on a proposed revision to   |
| the Headquarters Handbook Manual for Security                    |
| Procedures in Agency Areas, Offices, and Buildings, DRAFT C (Job |
| #9244). Our objection concerned ambiguities in a paragraph       |
| dealing with Agency policy on monitoring or recording telephone  |
| conversations.   |
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## Proposed ODP Instructions

Two proposed ODP Instructions were distributed to ODP Deputy Directors, Division and Staff Chiefs by Management Staff for comment: Security Procedures for Word Processor Storage Media and Security Procedures for Delta Data Equipment. Comments or concurrence are due in Management Staff by 17 June and 16 June, respectively.

## Meeting on FIPS Waivers

ODP and NPIC personnel will present their respective cases for waivers from Federal Information Processing Standards (FIPS) 60-63 to National Bureau of Standards (NBS) representatives at a meeting at Headquarters on 9 June. FIPS 60-63 deal with I/O interface standards and a waiver from NBS is required by Government regulations before non-conforming equipment may be procured. The procedure for review of Agency waiver requests at Agency facilities is based on a letter agreement between the DCI and the Secretary of Commerce and was proposed because of Agency security concerns.

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| Meeting with a Representative of the Congressional Research Service   |      |
|---|------|
| Senior ODP and Office of Security, ISSG personnel met with Mrs. Louise Becker of the Congressional Research Service, an arm of Congress. Mrs. Becker is drafting a report for Congress discussing the significance of information system security programs and the difficulties encountered in implementation. Agency views and experience were solicited.  | 25X1 |
| Reprogramming of Funds  |      |
| A memorandum is being prepared for the reprogramming of funds in the amount of If approved, the contract with will be fully funded to complete modifications for SAFE and to meet Agency-wide TEMPEST requirements. A decision on the request for reprogramming will be made at the Comptroller's meeting during the third week in June   | 25X1 |
| Excess Equipment  |      |
| Management Staff declared as excess to Agency needs a Diablo Systems disk drive from the Office of Communications; a Honeywell minicomputer system and teletype unit from NPIC; and a Gerber 16K minicomputer with tape drives, paper tape reader and a teletype printer from OGSR. The acquisition cost of the excess equipment was estimated as \$4,586 from OC, \$90,888 from NPIC and \$99,000 from OGSR. |      |
| Outstanding Advances  |      |
| As of 3 June 1981, 41 advances remain outstanding, of which, none are delinquent.   |      |
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